

Completion of the Application Packet for Admission to RTEC facility

In order for an individual to be considered for admission to one of the Residential Treatment Expansion Consortium facilities a packet must be completed. There are specific requirements for each program that are listed below.

Admission to Rimrock

LAC must complete the application packet, which consists of the following:

- RTEC Patient Information Form
- RTEC Referral/Application Packet
- Justification for 3.5 level of care
- ***Justification for 3.1 level of care
- RTEC Release of Information
- RTEC Application for Rimrock
- RTEC Financial Form

When the LAC is talking with the potential applicant about admission to 3.5, it is important that they talk with the individual about a step down to a RTEC 3.1 program. When the LAC has done that they must mark “yes” or “no” for Question #1 on the RTEC Application for Rimrock.

***If the individual is interested in a 3.1 step down, the LAC must also complete a Justification for 3.1 level of care and send it with the completed packet to the RTEC Program Manager. It is also beneficial to send an updated Biopsychosocial. This application packet will be given priority, as the goal of RTEC is to provide long-term treatment for individuals, which is able to occur when 3.1 step down, is being utilized.

If an individual is not interested in continuing with 3.1 care, the packet can still be sent but will not be designated as a priority. For these applications, it is also suggested that other possible treatment options be considered as well due to waitlist issues.

Admission to Elkhorn Treatment Center

LAC must complete the application packet, which consists of the following:

- RTEC Patient Information Form
- RTEC Referral/Application Packet
- Justification for 3.5 level of care
- RTEC Release of Information
- RTEC Application for Elkhorn Treatment Center

The LAC is responsible for completing the application paperwork. The individual can assist with completing the RTEC application. It is important that the LAC works closely with the individual’s probation officer to obtain necessary legal documents to complete the packet.

This program is part of the correctional facility at Elkhorn Treatment Center and the beds are considered diversionary. Because of the correctional atmosphere individuals being referred must be court ordered to complete the program.

Admission to Recovery Support Homes 3.1

LAC must complete the application packet, which consists of the following:

- RTEC Patient Information Form
- RTEC Referral/Application Packet
- Justification for 3.1 level of care
- RTEC Release of Information
- RTEC Application for Male (for Miles City, Bozeman, Great Falls)
- RTEC Application for Female (for Rocky Boy Kalispell)
- RTEC Financial Form
- A current Biopsychosocial must also be included

The LAC is responsible for completing the application paperwork. The individual can assist with completing the RTEC application. The completed packet must be sent directly to the RTEC Program Manager. The Program Manager will assess for appropriateness of Level of Care and if approved will send it to the recommended program. If the application is not approved the RTEC Program Manager will contact the referral source and let them know of that decision and discuss possible options.

The RTEC program's screening committee will screen all packets once they have been received from the RTEC Program Manager. Once a decision has been made the referral source will be notified of the decision.

All applications are to be sent to:

Sue Rajacich, RTEC Program Manager
1 Riverside Road
Boulder, Montana 59632

If you have any questions about the programs or on completing the application, you can contact Sue at 406.447.5080 or 406.422.2845.